



# Board of Livestock Meeting

## Agenda Request Form

**BOL Meeting Date: February 18 & 19, 2016**

1. From: Leslie Doely		Division/Program: Brands Enforcement			
<b>Agenda Item:</b> General Updates					
<ul style="list-style-type: none"> <li>• Updates on market visits, assessing structure/workflows/duties</li> <li>• Updates on brands forms</li> <li>• Working with FS to get what has been paid for working as expected</li> </ul>					
Time needed: 20 minutes	Attachments:	No		Board vote required?	No

2. From: Dr. Bill Layton		Division/Program: Diagnostic Laboratory			
<b>Agenda Item:</b> General Updates					
<ul style="list-style-type: none"> <li>• Refractory repair on incinerator, it is operable but the repair needs to be addressed for maintenance purposes</li> </ul>					
Time needed: 15 Minutes	Attachments:	No		Board vote required?	No

3. From: Dr. Bill Layton		Division/Program: Diagnostic Laboratory			
<b>Agenda Item:</b> Out-of-State Travel Request					
<b>Background Information:</b>					
<ul style="list-style-type: none"> <li>• Milk Laboratory Supervisor, Julie Armstrong, permission to travel to Nashville, TN and Denver, CO <ul style="list-style-type: none"> <li>○ Laboratory Evaluation Officer workshop - Nashville, TN</li> <li>○ SW/Pacific Regional Milk Seminar - Denver, CO May 2-5</li> </ul> </li> <li>• Feds will pay for travel expenses</li> </ul>					
<b>Recommendation:</b> Board Approval					
Time needed: 15 Minutes	Attachments:	No		Board vote required?	Yes

4. From: George Harris	Division/Program: Centralized Services	
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**Agenda Item:** January Monthly Financials

Background Info:

Any issues relative to the January 2016 financial report will be discussed with the Board. An analysis will be presented projecting expenditure patterns per division or bureau to fiscal year end.

Time needed: 20 Minutes	Attachments:		Yes	Board vote required?	No	
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5. From: George Harris	Division/Program: Centralized Services	
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**Agenda Item:** State Special Revenue

Background Info:

An analysis of the major state special revenues will be presented.

Time needed: 20 Minutes	Attachments:		Yes	Board vote required?	No	
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6. From: George Harris	Division/Program: Centralized Services	
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**Agenda Item:** Milk Inspection Assessment

Background Info:

Analyses will be presented of the projected revenue shortfall of milk assessment fees.

- The first analysis is based upon the current expenditure rate in FY 2016.
- The second analysis illustrates the shortfall if the bureau was operating at the necessary level in FY 2016.
- The final analysis illustrates the shortfall if the bureau operates at the necessary level in FY 2017.

Recommendation: Board approval is requested.

Time needed: 20 Minutes	Attachments:		Yes	Board vote required?		Yes
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7. From: George Harris	Division/Program: Centralized Services	
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**Agenda Item:** Milk and Egg Bureau Standard Budget

Background Info:

The Milk and Egg Bureau budget included excess authority above the original request. It is necessary to correct the funding to align the budget authority to the needs of the milk inspection program.

Recommendation: Board approval is requested.

Time needed: 20 Minutes	Attachments:		Yes	Board vote required?		Yes
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8. From: Dr. Marty Zaluski	Division/Program: Animal Health Division	
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**Agenda Item:** Out-of-State Travel Request

Background Info:

USAHerds is a software system used by the Animal Health Division for managing and tracking animal imports, quarantines and brucellosis program testing. The program is also used by several other states. A hands-on workshop is held once a year to help end users use new features and better use the program through collaboration with others.

Animal Health is requesting out of state travel approval for two individuals (Evaleen Starkel and Sara Sylte) to travel to the USAHerds User Group Annual Meeting.

The conference is scheduled for April 26-28 in Denver, Colorado. The detailed breakdown is below, but the total costs are estimated to be \$2508. Travel for both individuals will be covered out of the Animal Disease Traceability Cooperative Agreement.

**Costs per person:**

- Flight: \$500-600
- Hotels: \$140 per night for 3 nights = \$420
- Per Diem:
  - Monday \$46
  - Tuesday \$46
  - Wednesday \$46
  - Thursday \$46
- Registration \$50

**Max grand total including registration: \$2508**

Recommendation: Board Approval

Time needed: 10 Minutes	Attachments:	No		Board vote required?		Yes
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9. From: Dr. Marty Zaluski	Division/Program: Animal Health Division	
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**Agenda Item:** Administrative Rule Revision Proposal

Background Info:

Animal Health will be proposing revisions to the following Administrative Rules:

- 32.2.401 Department of Livestock Animal Health Division Fees
- 32.3.2006 Intrastate Movement of Cattle: Identification
- 32.3.460 Quarantine and Retest of Suspect Animals in Negative Herd
- 32.3.221 Special Requirements for Alternative Livestock as Defined in 87-4-406, MCA
- 32.4.402 Elk-Reed Deer Hybridization Tests
- 32.4.601 Importation of Alternative Livestock

32.2.401 – Include language that will allow the Department to charge for shipping and handling expenses of forms and biologics shipped to veterinarians.

32.3.2006 – Revise age specifications for animal requiring back tagging at livestock markets from 24 months to 18 months to be consistent with federal Traceability standards.

32.3.460 – REPEAL. The language in this administrative rule is duplicative to the administrative rules that cover reportable diseases in Montana and the Department’s quarantine authority.

32.3.221 – Clarification that only sexually intact animals require a negative brucellosis test for importation.

32.4.402 – Provide current language for certification of elk as free from red deer hybridization. The current ARM requires a negative test and has outdated timelines for test requirements. The new language will allow for animals either test negative or originating from a herd registered and certified through the North American Elk Breeder Association.

32.4.601 – Cleanup of the language in this ARM following the changes to 32.4.402. Strike language regarding permits that is duplicated in other areas of ARM.

**Recommendation:** Approve proposed changes for filing with SOS to initiate rule change process

Time needed: 30 minutes	Attachments:		Yes	Board vote required?		Yes
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10. From: Dan Turcotte	Division/Program: Milk & Egg Inspection	
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**Agenda Item:** General Updates

Background info:

A report will be given on how the program is operating while continuing to control costs to avoid a financial shortfall at the end of the year.

Time needed: 30 minutes	Attachments:	No		Board vote required?	No	
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11. From: Gary Hamel	Division/Program: Meat & Poultry Inspection	
<b>Agenda Item:</b> General Updates		
Updates on current issues.		
Time needed: 10 Minutes	Attachments: No	Board vote required? No

12. From: Gary Hamel	Division/Program: Meat & Poultry Inspection	
<b>Agenda Item:</b> Request to fill Compliance Officer position		
Background Info:  Request to fill the compliance officer position awarded during the last legislative session. This position will operate statewide reviewing both inspected and retail operations for compliance with meat and poultry laws and rules. This position is in the budget.		
Recommendation: Board Approval		
Time needed: 10 Minutes	Attachments: No	Board vote required? Yes

13. From: Chad Lee	Division/Program: Milk Control Bureau	
<b>Agenda Item:</b> General Updates		
Update on information and plans made by the Board of Milk Control at their February meeting.		
Time needed: 30 minutes	Attachments: No	Board vote required? No

14. From: Mike Honeycutt	Division/Program: Executive Officer	
<b>Agenda Item:</b> General Updates and Communications		
In the first few weeks the major focus has been on getting to know staff, getting the approved administrative assistant position open, onboarding processes and attending various special meetings.		
Time needed: 30 minutes	Attachments: No	Board vote required? No